

## City of Fort Worth, Texas

### Job Description

<b>Classification Title</b>	Environmental Program Manager		
<b>Job Code:</b>	MG1271	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Created:</b>	07/09/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

#### GENERAL SUMMARY

Directs, manages, supervises and coordinates air, water, or hazardous materials operations and investigation activities within the assigned department, including inspections of industries, businesses, residences, and other sources of environmental pollutants. Maintains chemical, physical, and biological monitoring and analysis programs; resolves environmental problems; ensures compliance with Federal and State regulations; coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to the Director.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with employees on the continuous improvement of services.
3. Assists with development of master plans, contracts, studies and other projects to facilitate implementation of Water Department strategic vision.
4. Administers, supervises, coordinates and manages various program activities relative to assigned division. Researches, complies and analyzes information; prepares and submits reports and other correspondence; coordinates plan review and inspection; and represents the City during audits and program review.
5. Maintains indicators of environmental status and program activities for significant changes in quality and quantity of services provided.
6. Initiates and maintains contact with public and private agencies associated with environmental issues; and provides information to the public regarding environmental ordinances and actions that reduce pollution.

7. Develops and administers assigned division's annual budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
8. Serves as the liaison with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues.
9. Serves as staff on a variety of boards, commissions and committees. Provides administrative assistance to the Director; and prepares and presents staff reports and other necessary correspondence.
10. Conducts a variety of organizational studies, investigations and operational studies; and recommends modifications to environmental programs, policies and procedures as appropriate.
11. Stays abreast of new trends and innovations in the field of environmental issues.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Operational characteristics, services and activities of an environmental management program.
- Principles and practices of environmental management.
- Principles and practices of program development and administration.
- Methods and techniques used to determine appropriate and efficient methods to abate environmental conditions.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Chemistry, biology, physics, mathematics and engineering concepts.
- Procedural requirements for conducting inspection, investigation and studies.
- Pertinent safety practices and principles.
- Research methodology, data analysis and statistical applications.
- Accounting concepts.
- Federal, state and local regulations, ordinances, permit requirements and standards.
- Program materials, resources and deficiencies.
- City personnel rules and regulations.

- **Skill in:**

- Research and analysis.
- Interpersonal relations.
- Computers and applicable software.
- Customer service.
- Mathematics.

- Decision making and problem solving.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a comprehensive environmental investigation program.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Participate in the development and administration of division goals, objectives and procedures.
  - Ensure compliance with applicable Federal, State and local environmental regulations.
  - Promote, coordinate and oversee environmental education activities.
  - Prepare and administer large program budgets.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Research, analyze and evaluate new service delivery methods and techniques.
  - Interpret and apply Federal, State and local policies, laws and regulations.
  - Establish and maintain effective working relationships.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major course work in environmental science, chemistry, biology or a related field and five years of increasingly responsible environmental management experience, including two years of administrative and supervisory responsibility.

### **OTHER REQUIREMENTS**

Valid Texas driver's license.

Possession of, or ability to obtain, an appropriate, valid registration as a Certified Environmental Professional.

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.